

**PA to the Chief Financial Officer
Finance Department
Up to £28,000 plus attractive benefits**

The Royal Academy of Arts (RA) is one of the UK's foremost arts institutions, best known for our programme of world-class exhibitions including *The Real Van Gogh*, *Anish Kapoor* and *David Hockney RA: A Bigger Picture*. Our vision is to be a clear, strong voice for art and artists and our public programme promotes the creation, study and enjoyment of art to a wide range of audiences through exhibitions, education and debate.

We are currently looking for an accomplished individual to provide comprehensive PA and administrative support principally to our Chief Financial Officer, as well as our in-house Legal and Operations teams on an ad hoc basis.

A first class administrator, you will be methodical, well organised and able to introduce and manage effective monitoring and filing systems. You will have excellent PC skills, including a high level of competence with Excel and Word, experience of collating and formatting committee papers, and the ability to produce professional and comprehensive minutes.

Well presented, articulate and confident, you will possess exceptional communication skills to build effective working relationships both with internal colleagues and external agencies. Previous line management experience would be advantageous, as the Operations Department Administrator will report to you.

A commercial outlook, excellent attention to detail and a flexible approach to work are essential, and you should demonstrate a genuine interest and knowledge of the visual arts and enthusiasm for the work and objectives of the Royal Academy of Arts.

Candidates must complete an application form to be considered for this position. You will find our application form and further details about this position in the **How to Apply** section of the Careers page on our website: <http://www.royalacademy.org.uk/careers-at-the-ra>

Closing date for applications: 8 July 2014
Interviews will be held week commencing: 14 July 2014

JOB DESCRIPTION

JOB TITLE: PA to the Chief Financial Officer
DEPARTMENT: Operations and Finance
REPORTS TO: Chief Financial Officer

MAIN OBJECTIVES

- To provide comprehensive administrative support to the Chief Financial Officer
- To provide additional resource and administrative support to the Operations and in-house Legal Departments as required

MAIN DUTIES

1. Act as the main point of contact for all enquiries (telephone; voicemail; email; correspondence; visitors) for the Chief Financial Officer.
2. Diary management; bring forward/reminder service; maintaining contacts lists and other ad hoc administrative tasks.
3. Co-ordinate the planning, delivery and administration of quarterly Audit Committee, Finance Committee, Friends Board of Directors and Investment Committee meetings. This will include scheduling dates; booking rooms; sending invitations; arranging refreshments; collating information; distributing the agenda; taking detailed minutes of key points; follow-up and interim communications, and maintaining the distribution list.
4. Manage the Operations Department Administrator.
5. Collate meeting paperwork for meetings attended by the CFO e.g. weekly Executive meetings
6. Assist in filing and archiving on a regular basis.
7. On an ad hoc basis assist fellow administrative staff during peak periods of activity.
8. Comply with all relevant Health & Safety policies, procedures and regulations and takes appropriate and reasonable care for the safety of colleagues and visitors to the Academy.
9. Undertake any other duties that may reasonably be allocated by the Chief Financial Officer or other senior officer.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL QUALITIES

- Highly computer literate – with excellent knowledge and experience of MS Office, Word and Excel.
- Strong administration skills with specific experience of taking professional and comprehensive meeting minutes; letter drafting/writing; maintenance of accurate records and establishing and maintaining effective monitoring and filing systems.
- Well organised and tidy with a flexible approach to work and the ability to work to deadlines whilst prioritising a varied workload.
- First class interpersonal skills, able to work collaboratively and build strong working relationships
- Previous supervisory experience, able to delegate, coach and motivate
- Effective time management skills with the ability to manage diaries; arrange meetings and make logistical arrangements.
- Excellent interpersonal and communication skills to develop strong working relationships with internal staff and external agencies. Diplomatic and able to maintain confidentiality at all times.
- Well presented, assertive and confident with an out-going and friendly manner.
- First class written English, strong drafting skills for clear and professional written communications.
- Excellent attention to detail, together with a methodical and highly accurate approach to work.
- Experience of effective co-ordination of meetings, logistical requirements, booking venues, etc.
- Hard work ethic, conscientious with high standards of output.
- An interest in the visual arts and the work of the Royal Academy of Arts.